SECTION II

Capital Construction
and
Building Renewal Requests

GENERAL GUIDELINES
CAPITAL CONSTRUCTION AND BUILDING RENEWAL REQUESTS

This section outlines the budget request process for capital construction and building renewal projects. It is intended as a general outline of the process. More detailed guidelines and procedures can be found in the sources which are referenced in this section.

Purpose

Agencies should submit a capital construction request for new projects and for changes or renovations to existing facilities if the work transcends routine maintenance. The key tests for whether a capital construction request is required are: 1) does the project extend the life of existing facilities; 2) does the project have a significant fiscal impact which would not routinely be part of the operating budget; 3) does the project represent an expenditure that is not made routinely every seven years or less for minor repair and maintenance; and, 4) does the project change the nature or scope of programs.

Use the capital construction budget request for the following:

planning funds for construction-related activities, including preparation of a comprehensive plan, program statements, design development and bidding documents;

construction funds including new construction, renovation and major repair;

reaffirmation of funds previously authorized but not yet appropriated; and,

building renewal requests (all four categories deferred repair, fire and life safety, Americans with Disabilities Act (ADA) and energy conservation).

Submit six (seven in the case of the State Colleges and the University of Nebraska) printed copies of the capital construction budget request to the Budget Division of the Department of Administrative Services.

Amended Budget Requests

Budget requests may be amended, if necessary, after the September 16, 2002, submission deadline. **However, doing so may affect the status of the project(s) with those entities responsible for providing prioritized recommendations on capital construction.** You will need to contact your budget analyst in order to electronically update the Budget Request System. If the revisions are extensive or involve major programmatic changes, new forms should be submitted with a cover letter explaining those revisions. If the revisions are few, minor, or clerical in nature, they can be made in the form of a letter indicating the changes to be made on the appropriate pages in the previously submitted budget documents. Submit six (seven for higher education) copies of the amended budget request to the Department of Administrative Services, Budget Division.

Reaffirmations

List projects which require reaffirmation funding (i.e. continuation funding on projects previously authorized) on Capital Construction Reaffirmations (Form 60-R) Screen. (See the instructions for Form 60-R.) Explain any requested deviation from the originally authorized total project cost or annual allocations on the narrative tab (form) of the Capital Construction Reaffirmations (Form 60-R) Screen. (This is not required of agencies for Building Renewal projects.)

Reappropriations

On or before October 21, 2002, submit to the DAS Building Division, DAS Budget Division and the Legislative Fiscal Office a list of all Capital Construction Programs that should be reappropriated for FY 2004. Include the program number, project name, and the estimated June 30, 2003, unexpended appropriation balance, by fund type. Also identify how much of the June 30, 2003, balance will be committed through contractual agreements.

Planning Requirements

State statutes prescribe two types of planning which must occur before an appropriation of funds for capital construction projects may be made. A "Comprehensive Facilities Plan" is required prior to requesting funds for any project whose total cost exceeds $450,000. A "Program Statement" is required for each project where total cost exceeds $450,000, prior to requesting funds for construction drawings and actual construction work. Note, however, if policies adopted by the Board of Regents of the University of Nebraska and the Board of Trustees of the Nebraska State Colleges indicate a threshold other than $450,000, such threshold is acceptable for those agencies.

In addition to these two statutory requirements, a "Needs Statement" should accompany requests for planning funds. A needs statement should also accompany construction requests for small projects when a detailed program statement is not required. These three types of plans are discussed in greater detail below. For additional information, consult the "Procedural Manual for Capital Construction Projects," available from the State Building Division, Department of Administrative Services.

The quality of planning included in agency Comprehensive Facilities Plans and Program Statements, along with the clarity of the relationship to agency long-run strategic plans, will be an element in evaluating and prioritizing requests.

a. Comprehensive Capital Facilities Plan

Section 81-1114.01, Nebraska R.R.S. requires each state agency to prepare a Comprehensive Facilities Plan prior to submitting a capital construction project request in excess of four hundred fifty thousand dollars. At a minimum, a comprehensive plan should project future programmatic needs, analyze existing facilities and the utilization of such facilities, and identify projects to meet those needs. The comprehensive capital facilities plan must be updated or revised whenever an agency requests funding for a major project that is not in compliance with the original plan, or when changes in projected needs would significantly affect the comprehensive plan. Such plans and any updates or revisions must be submitted to the Department of Administrative Services Building Division, the Department of Administrative

Services Budget Division and the Legislative Fiscal Analyst. Please note that Section 81-1108.41 establishes a Statewide Comprehensive Capital Facilities Plan for all agency projects (except for the University of Nebraska, the State Colleges, and the Community Colleges who are covered under another process involving the Coordinating Commission for Postsecondary Education) based on a six-year planning time frame, or three biennial budget cycles. Agencies should use the six-year time frame for their individual comprehensive Capital Facilities Plans.

b. Program Statement

Section 81-1108.41, Nebraska R.R.S. requires that an agency submit a Program Statement before requesting an appropriation for drawings and the construction of a project if total costs exceed $450,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). The purpose of the program statement is to justify the project by examining programmatic needs and translating them into space and facility needs. The Program Statement must address the following: 1) scope of the project and its impact on existing space and programs; 2) project's compatibility with the agency's comprehensive capital facilities plan; 3) existing and proposed space utilization; 4) project costs, sources of funding and fiscal impact; and, 5) time line. For a complete Program Statement outline, refer to the Procedural Manual for Capital Construction Projects, Section VIII, published by DAS/State Building Division.

Requests for new or replacement capital construction projects should include a complete inventory of all space presently occupied by the agency and a utilization report on such space. The utilization report should have been completed within the preceding 12-month period and adjusted for projects presently under construction or for projects for which an appropriation for construction has already been made. In addition, any change in the population served by the facilities between the time of utilization review and the projected construction of the requested project should be included. Refer to the Space Management Guidelines, published in January, 1996 by the State Building Division of the Department of Administrative Services for a general background on space definitions, management guidelines and needs.

The efficient use of space is one measure of performance which will be examined more closely when evaluating and prioritizing requests. Agencies are expected to analyze existing space utilization when formulating budget requests for new construction or major renovations.

A new program statement is required whenever the scope of a project changes. For program statements submitted previously, when the scope of the project is unchanged, only the "project budget/estimate page needs to be updated.

The statutory deadline for submitting the program statement or revisions to it is September 15 of the year prior to the initiation of an appropriation for drawings or construction.

With the exception of the University of Nebraska and the Nebraska State Colleges, no agency may enter into a contract for the planning, design or construction of a new facility, or major renovation of an existing facility, unless the Governor has approved the Program Statement.

c. Needs Statement

The Needs Statement serves as the basis for the agency's request for initial capital funding. This document is generally prepared in-house and submitted with the budget request.

1. A subsequent program statement must be developed for projects whose estimated total project cost exceeds $450,000 (or other threshold for the University of Nebraska or the

Nebraska State Colleges). In such cases, funding procedures allow for consideration during the first year for planning funds and the following year(s) for design development and construction funds.

2. A program statement may be submitted in lieu of a needs statement when an agency is preparing a program statement in-house for a project whose estimated total cost exceeds $450,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges).

3. Only a Needs Statement is required for projects whose estimated total cost is less than $450,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). For these projects, the initial request for funding may include total funding.

4. For projects exceeding $450,000 that do not change programmed space (such as fire/life safety, utility, ADA and repair and maintenance projects), a needs statement may be submitted in lieu of a program statement.

State Comprehensive Capital Facilities Plan

Agency Capital Construction project requests (with the exception of the University of Nebraska, the State Colleges, and the Community Colleges) are subject to the prioritization process of the State Comprehensive Capital Facilities Plan submitted every November 15 of even numbered years. The detailed guidelines for this process are included in the following pages.

Americans with Disabilities Act (ADA)

Minor modifications to facilities should be accomplished using repair and maintenance funds in the operating budget. Agencies with large and specialized building maintenance staff should be able to implement many ADA-related changes without the need for a separate appropriation. Larger projects will require contracting for services. Section 81-1108.43 limits the total project cost of construction work done by an agency's own work force to $55,000. The same section requires use of a professional consulting engineer or architect for preparing the plans for any project costing $450,000 or more.

If projects exceed the capabilities of an agency's work force or represent a substantial modification to a facility, a separate request for each is necessary. ADA modifications are one of the four separate categories of deferred building renewal requests and should be included on the Building Renewal Request (Form 309) Screen. An ADA project should have the same documentation as other deferred building renewal requests. The next section will provide more details.

Joint and Cooperative Planning

Agencies are encouraged to engage in joint and cooperative facilities planning. Such planning should increase efficiency and utilization of facilities and may be done several ways:

Planning of joint use facilities or one-stop centers where agencies serve common customers or where agencies serve customers in the same geographical area.

Coordination of the requesting, designing, bidding, and contract awarding of similar projects in close proximity in a geographic region. This includes renovation projects and various deferred building renewal projects in particular.

Non-State Funds

In cases where agencies receive federal or other non-state funds through a cost reimbursement or cost sharing formula or program, and in which reimbursement for facility depreciation and facility maintenance is included, such reimbursement should be included in the funding requested for construction and all types of deferred building renewal projects.

In instances where Federal or other non-state funded grant programs exist which could help fund a construction or deferred building renewal project, such fund should be applied for and included in the funding requested.

Some agencies qualify for participation in the Institutional Building Grants Program (IBGP). This enables the utilization of federal funding to match state dollars in accomplishing approved projects. With some exceptions, the Task Force for Building Renewal has been providing matching funds to accomplish energy conservation measure projects. Agencies or institutions eligible for participation in IBGP funding are encouraged to actively seek these funds wherever possible.

Compliance with the Procedural Manual for Capital Construction Projects

Agencies are encouraged to read the Procedural Manual for Capital Construction Projects published by the State Building Division of the Department of Administrative Services. Adoption of the procedures, requirements, processes and suggestions contained in the Manual will facilitate consideration of your budget request.

Building Renewal Assessments (LB1100 2% Assessments/Account 4249)

LB1100 of 1998 made provisions for a yearly 2% building renewal assessment to be made on all new projects and acquisitions meeting the eligibility requirements (see next page). It is very important that affected agencies properly request their assessments. Every June the State Building Division of the Department of Administrative Services works with affected agencies to update the eligible projects and assessments to be made each year. Therefore, this information should be readily available. If you do not have updated information for your agency, or if you have questions about the building renewal assessment program, please contact the State Building Division.

To request the building renewal assessments for your agency, you need to determine the status of the project in order to determine whether the assessment will be requested in the operations and maintenance (O&M) section of capital construction, or in the operating budget request section. If you are requesting a NEW project or acquisition in capital construction (Forms 60 & 60-S), you will need to request the 2% assessment for it on the Capital Construction Operating Costs Requests (Form 35). If, however, the project or acquisition has already been approved/funded (no new request is being made) and the assessment for it will begin in the request biennium, then its assessment must be requested in the operating budget request (refer to the Projected Rates Appendix and the instructions for Account 4249).

LB1100 2% Building Renewal Assessments

Eligible Projects Criteria:

1) Any "capital improvement project" (new construction, building addition, renovation of at least 15% of facility value, or purchase/acquisition), regardless of the source of funds supporting the project, receiving appropriations or otherwise financed, or acquired, in FY97/98 and thereafter.

2) Specifically: The 2 percent depreciation charge will be collected from capital improvement projects as defined in statutes 81-188.02, subsection 1; 81-188.04, subsection 1; and 81-188.06, subsection 1, as:

(a) construction of a new facility, structure, or building,
(b) construction of additions to an existing facility, structure, or building,
(c) renovation of an existing facility, structure, or building, if the total project cost of such renovation represents not less than fifteen percent of the value of the existing facility, structure, or building as determined by the Department of Administrative Services,
(d) purchase of an existing facility, structure, or building, and
(e) acquisition of a facility, structure, or building through means of conveyance other than sale and purchase.

3) As it relates to state agencies other than the University of Nebraska and the Nebraska State Colleges, capital improvement projects specifically EXCLUDED and not qualifying are:

A) Those facilities, structures, and buildings excluded per 81-188.02(4):
-The Department of Aeronautics,
-The Department of Roads,
-The Game & Parks Commission,
-The Board of Educational Lands and Funds, and
-Other buildings or grounds owned or leased by the State of Nebraska which are specifically exempted by the Department of Administrative Services because the application of such subdivisions would result in the ineligibility for federal funding or would result in hardship on an agency, board, or commission due to other exceptional or unusual circumstances.

B) State-owned facilities of which DAS is custodian pursuant to section 81-1108.17 (revised as per LB530 of 1995) and for which charges are assessed pursuant to subdivision (6)(b) of such section.

4) As it relates to University of Nebraska and the Nebraska State Colleges, "capital improvement projects" specifically EXCLUDED and not qualifying are those facilities, structures, or buildings from which revenue is derived and pledged for the retirement of revenue bonds issued under sections 85-403 to 85-411.

5) Funding sources (i.e., state funds, federal funds, private funds, foundation funds, etc.) do not determine whether a capital improvement project is excluded for LB1100; the only exclusion provisions are those contained in #3 & #4 above, as well as capital improvement projects that received appropriations, or was financed or acquired, in fiscal year 1996-97 and prior.

6) Effective April 8, 2002 (LB1310 of 2002), assessments begin in (July of) the fiscal year after the calendar year in which substantial completion has occurred. For example, a project substantially complete in calendar year 2002 will begin paying the assessment in July of 2003 (FY03-04).

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2002

GUIDELINES

Budget Instructions - July 2002
For The FY2003-2005 Biennium
Applies to all agencies capital construction requests

except the University of Nebraska and the State Colleges, since they are subject to the Coordinating Commission for Postsecondary Education Statewide Planning Process.

In accordance with Revised Statute 81-1108.41 the Department of Administrative Services/State Building Division is to develop a *State Comprehensive Capital Facilities Plan* for each biennium, utilizing a Committee appointed by the Governor. The Plan is to be submitted on November 15th of even years and is to include a prioritization of capital construction project requests submitted for the biennium. The Committee, made up of state agency personnel and citizens, develops the planning process, guidelines for implementation, and the project prioritization system to be used in evaluating the project requests. Detail and instructions for this process are incorporated into the following Guidelines:

1, As per previous pages, Agency Comprehensive/Master Plans and Program Statements should be in accordance with the DAS/SBD Procedural Manual, as per Sections 81-1114.01 & 81-1108.41. Both are required for project requests in excess of $450,000.

2. Program Statements that do not meet the information requirements outlined in the DAS/SBD Procedural Manual as determined by DAS will instead be considered as Need Statements, and the Committee will consider the associated request as a request for planning funds only (not construction funding) in keeping with Section 81-1108.41. In such cases, DAS may recommend an amount for planning funds after consultation with the agency.

3. Agencies are encouraged to provide facility space utilization data in program statements to help support the justification & need for the project.

4. Project Descriptions in the Narratives of the Budget Request Document Form 60 (Narrative tab) should include the following information:

   a. State how the project responds to the 2002 Mission Statement/Governing Values for State of Nebraska Capital Construction (see page after next).

   b. State the REAL consequences of the project request being denied/unfunded, or under-funded.

   c. Provide an evaluation of your project for critical life safety/legal issues (item 1.b. of the Project Rating Criteria) using a scale of 0 to 5 points shown on the following page.

   d. Please provide the individual yearly amounts necessary for current or future requests for projects (planning, design and/or construction funds) that will begin or extend beyond the two-year biennial budget period, through the sixth year. (This does not apply to operational estimates/requests provided on separate forms.)

5. Capital Construction Requests & Program Statements are due Sept. 16, 2002 as per the Budget Instructions. The Committee is not obligated to evaluate, score and prioritize--or

otherwise include in the November 15th 2002 Plan--requests that are submitted after that date.

6. Substantial revisions to the individual project requests or program statements submitted Sept. 16, 2002, will be allowed up until Oct. 1, 2002. After that date, substantial revisions will not be considered by the Committee, only that information available as of Oct. 1, 2002.

7. Agency Budget Request technical corrections approved by the DAS/Budget Office after Oct. 1, 2002, will be considered by the Committee to the extent possible.

8. Project Request explanations for the Committee are scheduled for **October 23, 2002.** Each agency submitting capital construction requests will have an opportunity to give presentations on their highest-priority requests, and/to respond to questions the Committee may have. Affected agencies will be notified of the location and times of the presentations approximately three weeks prior.

9. The following two pages detail the *State of Nebraska Capital Construction Mission Statement & Governing Values* and the *Project Rating Criteria Scoring System* to be used in the evaluation of capital construction project requests for the FY2003-2005 biennium that will be included in the November 15, 2002, Plan.

Project requests meeting these guidelines and being evaluated by the Committee will be scored using the Project Rating Criteria and given an overall priority in the *State of Nebraska Comprehensive Capital Facilities Plan*. The Plan will also include project request priority lists for the four following categories: 1) Reaffirmations, 2) Requests of General Funds (any portion of the request), 3) Requests for Planning Funds (regardless of fund source), and 4) Requests of (100%) Non-General Funds.

The *State of Nebraska Comprehensive Capital Facilities* Plan will be submitted to the Governor, The Committee on Building Maintenance (Task Force for Building Renewal legislative oversight committee), and to the Legislative Fiscal Office no later than November 15, 2002.

Critical life safety/legal issues scoring scale for Project Rating Criteria 1.b.:

Classification	Definitions	Over 50% of Construction?*	Score
Class I	Life safety improvements necessary because the safety of persons is IMMEDIATELY, DIRECTLY, and CLEARLY IMPERILED. Or,	YES	5
	CODE OFFICIALS have determined that life safety improvements are needed IMMEDIATELY. ADA improvements CLEARLY needed for compliance. Accreditation or closing of the facilities in IMMEDIATE jeopardy if improvements are not completed.	No	4
Class II	Life safety improvements MAY BE necessary to comply with codes and to avoid potential danger.	YES	3
	ADA improvements MAY BE necessary to comply with the ADA Act and to avoid possible non-compliance. Accreditation or closing of the facility MAY BE in jeopardy if improvements are not completed.	No	2
Class III	Life safety and ADA improvements provide safer environment or better accessibility, but are NOT REQUIRED for code or ADA compliance.	N/A	1

*A determination has to be made whether the cost of the improvement for critical life safety/legal issues amount to more than 50% of the construction cost of the project request.

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2002
MISSION STATEMENT & GOVERNING VALUES FOR NEBRASKA CAPITAL CONSTRUCTION

(Excludes the University of Nebraska and State Colleges, since they are subject to the Coordinating Commission for Postsecondary Education Statewide Planning Process.)

Mission Statement for Nebraska Capital Construction:

The mission of capital construction in the state of Nebraska is to plan, fund, design, construct and maintain facilities to serve the best interests and needs of **ALL** Nebraskans in an efficient and cost-effective manner.

Governing Values for Nebraska Capital Construction:

1. Facilities should be accessible and designed/constructed to serve the interests and needs of **ALL** persons.

2. Facilities should represent a wise, responsible use of taxpayer funds which utilizes efficient, cost-effective design and construction methods & modern technology, and results in reasonable ongoing operations/maintenance costs.

3. Facilities should be safe, promote health and well-being, and maintain a quality of life for **ALL** persons.

4. Facility decisions and projects should reflect the state s stewardship role in protecting and maintaining existing facility assets.

5. Facility decisions and projects should best serve the long-term interests of **ALL** Nebraskans including future generations.

6. Based on appropriate evaluations facilities should responsibly support state agencies, their missions & goals, and be of service to Nebraska s citizens.

7. Facility projects should encourage partnering, cooperation and the sharing of resources between state agencies, local governments and private entities, where appropriate.

8. State facility planning, design and construction should act as a model for other state and local governments, as well as private entities and institutions.

9. State facilities should strike a balance between quality and quantity and incorporate a level of excellence that reflects a high appreciation for the built and natural environments.

10. State facilities and those who plan, build and care for them must be accountable to **ALL** Nebraskans and responsive to their changing needs.

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2002

PROJECT RATING CRITERIA SCORING FOR FY2003-FY2005 REQUESTS

(Excludes the University of Nebraska and State Colleges, since they are subject to the) Coordinating Commission for Postsecondary Education Statewide Planning Process.)

Category:		Points/Percent	Multiplier/Base	TOTAL
1) CRITICAL & IMMEDIATE ISSUES				**500.00**
a) Critical:	**Reaffirmation (% of Project)**	100.00%	250	250.00
	The % of the project which is a reaffirmation of Legislature-approved funds.			
b) Life Safety:	**Life Safety/Legal Issues (0-5)**	5.00	40	200.00
	0-5 points are awarded (see scale below) and multiplied by 40 for a total possible of 200.			
	5 - Class I; more than 50% of constr.	2 - Class II; less than 50% of constr.		
	4 - Class I; less than 50% of constr.	1 - Class III.		
	3 - Class II; more than 50% of constr.	0 - No fire/life safety/legal issues.		
c) Need:	**Immediacy of Need (0-5)**	5.00	10	50.00
	0-5 points are awarded (see scale below) and multiplied by 10 for a total possible of 50.			
	5 - Clearly addresses needs in <5 years.	2 - Clearly addresses needs in 20+ years.		
	4 - Clearly addresses needs in 5-10 years.	1 - Justification of Need not clear.		
	3 - Clearly addresses needs in 10-20 years.	0 - Justification of Need not stated.		
2) FINANCIAL/ECONOMIC				**500.00**
a) Long Term:	**Operating Savings/Efficiencies (0-5)**	5.00	25	125.00
	0-5 points are awarded (see scale below) and multiplied by 25 for a total possible of 125.			
	5 - Project includes a consolidation of agencies or services with a significant reduction in FTE or square feet of current building space.			
	4 - Demonstrates a quantifiable savings in operating costs AND a more efficient function.			
	3 - Demonstrates a quantifiable savings in operating costs.			
	2 - Project demonstrates more efficient function only.			
	1 - Project neither creates savings nor is more efficient in function.			
	0 - Project creates above average operating costs OR inefficient function.			
	Asset Preserv. & Mgmnt. (% of Project)	100.00%	125	125.00
	The % of the project that is asset preservation (LB309 & renovation) is the score.			
b) Short Term:	**User/Non-State Financing (% of Proj.)**	100.00%	125	125.00
	This score is based on the percent of non-general funds proposed for the project. The more the project is funded from sources other than state general funds, the higher the score.			
	General Fund Impact (125 minus $mil.)	0.00	125	125.00
	The amount of proposed general funds in the Total Project Cost (in millions) is subtracted from 125 for the score.			
3) SERVICE VALUE				**500.00**
a) Project Significance & Improved Services (0-400 pts.)				400.00
	300 to 400 points - High Significance & Improved Services			
	200 to 299 points - Average Significance & Improved Services			
	100 to 199 points - Low Significance & Improved Services			
	0 to 99 points - minimal or no Significance & Improved Services			
b) Mission Relevance (0-100 pts.)				100.00
	60 to 100 pts. - Directly Related to Agency Mission.			
	20 to 60 - Indirectly Related.			
	0 to 20 - Not Related.			
			TOTAL POSSIBLE:	**1,500.00**

Task Force for Building Renewal

Agencies are encouraged to contact the Task Force for Building Renewal administrator for detailed guidelines for Building Renewal projects.

Building Renewal Requests

Pursuant to Nebraska R.R.S. 81-173 to 81-191.01, requests for building renewal are divided into four categories: deferred repair, fire and life safety, ADA and energy conservation. Each category is made up of projects and classes (or priorities). Please complete the Building Renewal Request (Form 309) Screen. After completing this form, the four categories, or types and classes are to be prioritized in the same priority list on the Capital Construction Request Summary (Form 60-S) Screen with all other construction and renovation projects.

Buildings not owned by the State, revenue bond buildings and buildings being purchased through lease purchase are not eligible for funding.

In preparing to complete Building Renewal Request (Form 309) Screen, agencies should follow these procedures:

1. Identify all deferred repair, fire and life safety, ADA and energy conservation projects by building, and categorize according to the major thrust of the project.

2. For all classes of projects, identify those projects which may be a "combination" of 2 or more categories. For example, a window replacement could be part life safety, part deferred repair and part energy conservation. A boiler replacement might be part life safety and part energy conservation. This information will be needed in the narrative section (Narrative Tab) of the Building Renewal Request (Form 309) Screen.

3. Include cost estimates for each project.

4. For each category or type of project--deferred repair, fire and life safety, ADA and energy conservation, identify Class I, Class II and Class III priorities, according to the definitions supplied later in this section. All funding for a project must be in the same class; you cannot split a project between two classes.

5. Identify funding sources and the level of cooperative funding.

6. Complete the Building Renewal Request (Form 309) Screen making sure to check the appropriate "type" and "class" boxes. A narrative explanation should be completed for each project, to provide the Task Force for Building Renewal with specific and detailed background information and justification for the funding request. This information is important in evaluating projects for funding consideration. Narratives should include the need for the project, a detailed plan for repair or modification, the potential savings to be realized and where applicable, the estimated payback period (with a description of the method used for determination). Also, if the project is a "combination" project or can be phased over more than one year, explain these points and provide a potential "phased funding" schedule.

7. Make sure that you indicate whether the project is a "duplicate." A duplicate project is one that is also requested as part of another Building Renewal Project request or is part of a large project requested on the Capital Construction Request (Form 60) Screen.

8. Assign each project on each Building Renewal Request (Form 309) Screen a priority rank. That is, if you have a total of 100 projects in all three classes, and 40 are deferred repair, 30 are fire and life safety, 20 are ADA and 10 are energy conservation, there would be 100 projects ranked from 1 to 100. (It is assumed, however, by definition that all Class II projects are a higher priority than Class III projects, and all Class I projects are a higher priority than Class II projects.

9. The four major categories or types of building renewal requests (deferred repair, fire and life safety, ADA and energy conservation) should each be prioritized along with the new construction, renovation, land acquisition and major equipment purchase projects on the Form 60-S. For example, Class I fire and life safety might be priority number 1, Class II deferred repair might be number 2, Class I ADA might be number 3, Class II fire and life safety might be number 4, Class I energy conservation might be number 5, and construction of a new office building might be number 6.

10. All capital construction and building renewal documents should be bound together in sequential order.

It should be noted that no additional capital construction and/or renewal budget submission should be necessary in mid-biennium. With the exception of projects or emergencies not included in the Class I request, or significant changes in priorities, no additional submission should be required in the summer or fall of 2003. Agencies should be far enough along on preventive maintenance plans that the vast majority of renewal requests will be known and scheduled for the September 16, 2002, budget request submission, minimizing future emergency requests. The Task Force for Building Renewal will continue to accept true emergency requests throughout the year.

When identifying projects and buildings, please use the state-assigned building numbers.

The Task Force for Building Renewal is continuing its cooperative funding approach for this request cycle.

Definitions and Classifications of Project Requests for Deferred Building Renewal

1. **FIRE/LIFE SAFETY: Requests to correct or repair structural, mechanical, or other defects in a building or its components, or utility systems which endanger the lives or health of state employees or the general public. Such requests bring the facilities, components, or utility systems into compliance with current fire safety, life safety, and hazardous materials abatement requirements, and provide a safer structural environment. Requests for funding to provide fire/life-safety improvements are divided into three classes:**

   Class I Building or utility system changes/modifications which are required to rectify a situation where the health and well-being of the occupants of a building are immediately, directly, and clearly imperiled, or where local, state or federal code officials have determined certain fire/life-safety improvements are needed immediately in order to ensure the safety of building occupants or users.

   Class II Other building changes/modifications which may be necessary to comply with fire/life-safety codes and to avoid potential danger to the health and safety of the building occupants.

   Class III Building changes/modifications to provide safer buildings, but which are not required for compliance with fire/life-safety building codes and which pose little potential danger to building occupants.

2. **DEFERRED MAINTENANCE: Requests to repair structural or mechanical defects that would endanger the integrity of a building, utility system or their components or allow the unwanted penetration of a building or system by the outdoor elements. Requests for funding of deferred repair projects are divided into three classes:**

   Class I Items for immediate action to avoid unwanted penetration of a building by outdoor elements and to avoid costly damage to a building, utility system or their components. If these projects are not addressed, it could very possibly stop a program or a service from being achieved due to a building or utility system failure.

   Class II Items of imperative need to correct problems that if neglected will quickly deteriorate further into Class I items, or that must be done to provide efficient use of the facility or system.

   Class III Additional items necessary to fully renew the facility or system.

3. **AMERICANS WITH DISABILITIES ACT (ADA): Requests provide building and program accessibility for disabled and physically challenged individuals and bring a building into compliance with the Federal Americans With Disabilities Act of 1990. Requests should be limited to structural modifications to buildings or other requests normally handled through the capital construction process. Minor pieces of equipment, computer modifications, and other non-capital items should be included in the operating budget request. Requests for funding to provide accessibility for the disabled and physically challenged are divided into three classes:**

Class I Structural changes/modifications which have been clearly found to be necessary to comply with the Americans With Disabilities Act of 1990 or which have been deemed necessary by physically challenged individuals in order to work or gain program access in a facility.

Class II Other structural changes or modifications which may be necessary to comply with Americans with Disabilities Act (ADA) federal law.

Class III Structural changes or modifications to provide better accessibility but which are not imperative for compliance with Americans with Disabilities Act (ADA) federal law.

4. ENERGY CONSERVATION: Requests whose primary emphasis is the reduction of energy consumption by a building, utility system or their components. The objectives of the Green Lights Program, along with financing options, should be included in requested projects. Requests for funding of energy conservation projects are divided into three classes:

Class I Items for immediate action to correct deficiencies creating excessive use of energy resources. Projects for which energy conservation measure funding applications have been or are planned to be submitted to the Nebraska Energy Office should be included in this category. Simple payback should be three years or less.

Class II Items which if not addressed will create an additional strain on energy resources and which if accomplished would result in operating expenditure reductions. Simple payback should be three to seven years.

Class III Items which would contribute to a totally energy efficient system, but which would not be considered imperative. Simple payback would be in excess of seven years.

<u>Capital Construction Reaffirmations (Form 60-R)</u> - Financing and Narrative Tabs

PURPOSE This form summarizes reaffirmations of previously funded capital construction projects. The Request Tab shows total project costs, prior and current expenditures and future funding needs for each project. Means of financing is aggregated for all projects. [Completion of Capital Construction Reaffirmations (Form 60-R) Screen is not required for Building Renewal (LB309) projects.] The Narrative Tab allows for explanation of any changes in the scope of the project or its cash flow.

INSTRUCTIONS

1. On the Projects and Financing Tab, list project title in column 1, the current statutory authorization (LB and section numbers) in columns 2 and 3 and the appropriation program number in column 4.

2. Justify any deviation in the scope or funding of a reaffirmation project from the original appropriation on the Narrative Tab.

3. Column 5 automatically adds up columns 6 through 10 and provides the total project cost.

4. Columns 6-10. The total amount expended prior to July 1, 2001, plus actual expenditures in FY 02 in column 6, and the current appropriation and reappropriation for FY 03 should be entered in column 7. In columns 8 and 9 enter the amount of funding requested for FY 04 and FY 05, respectively. In column 10, enter the sum of any additional appropriations needed after FY 05 to complete funding of the project.

5. On the Narrative Tab, provide a short history of the financing of the project, along with any changes you are proposing.

Capital Construction Reaffirmations (Form 60-R)

Projects and Financing | Narrative

Biennium Starting in FY 2004 Agency 98 DEPARTMENT OF CONSUMER AFFAIR Version A1 AGENCY REQUEST

Project Title	LB #	Sec #	PRG	TOTAL	PRIOR EXP	FY03 APP/REAP	FY04 REAFRM	FY05 REAFRM	ADD REAFRM
CONSUMER ED CNTR. - RE	542	58	901	4,750,000	50,000	200,000	1,500,000	2,500,000	500,000
Total				4,750,000	50,000	200,000	1,500,000	2,500,000	500,000

Means of Financing	TOTAL	PRIOR EXP	FY03 APP/REAP	FY04 REAFRM	FY05 REAFRM	ADD REAFRM
General Fund	3,000,000	0	0	750,000	2,000,000	250,000
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
NE Capital Construction Fund	1,750,000	50,000	200,000	750,000	500,000	250,000
Total	4,750,000	50,000	200,000	1,500,000	2,500,000	500,000
Revenue Bonds	0	0	0	0	0	0
TOTAL	4,750,000	50,000	200,000	1,500,000	2,500,000	500,000

Projects --> ADD DEL EDIT SAVE UNDO EXIT DEL

Capital Construction Reaffirmations (Form 60-R)

Projects and Financing | Narrative

Biennium Starting in FY 2004 | Agency 98 | DEPARTMENT OF CONSUMER AFFAIR | Version A1 | AGENCY REQUEST

The Consumer Education Center construction project received its initial State funding for planning in LB 542, passed in 2001 for FY 2002 - 2003. Reaffirmation is requested so that the project can be completed. No additional funding is requested beyond that which was planned and approved in LB 542.

Press Ctrl+Tab to Exit the edit box, or click anywhere outside of the edit box with your mouse.

EDIT | SAVE | UNDO | EXIT | DEL | Spell Checker

Building Renewal Request Form (Form 309): Building Project Form - Request Tab

PURPOSE This tab provides total request by building, by project type and by class. Source of financing is also identified. The form also identifies combination projects (yes or no), duplicate projects (yes and no), description of the project and the percent of total project cost to be financed by cooperative funding.

INSTRUCTIONS

1. Complete the code block agency number, agency name, building name and number, project name and description of the project (from the choices on the pull-down screen list).

2. Fill in the total project cost on the line which represents the type of project and in the column represented by the Class (I, II or III).

3. Fill in the source(s) of financing including the amount requested from General Funds (LB309), along with agency cooperative funding to be provided. Either fill in the cooperative funding percentage, in which case the dollar amount will be calculated automatically and allocated to General Funds, or fill in the amount of cooperative funding in the form of General Funds, cash funds, federal funds, revolving funds, or private funds. The cooperative funding line will be automatically subtotaled, and the cooperative funding percentage automatically calculated. The Total Means of Financing line at the bottom of the request should equal the Requested Funding amounts above.

4. If the project is a combination of two or more types, mark the appropriate box. If it is a combination project, you will be able to fill in more than one line of requested funding; if it is not, you can only fill in one line.

5. If the project is a component of another, larger building renewal project, or of a major renovation or remodeling project which is included in the funding request on a Capital Construction Project Request (Form 60) Screen, indicate by marking the appropriate box on the form. As in previous years, agencies should include any building renewal requests (all four major project types) in major renovation and remodeling projects so that when such a project is funded, all building renewal components are funded and completed as part of the major remodeling or renovation project. Once a total project cost is set by the Legislature on such a major project, no building renewal funds may be allocated to the building being renovated or remodeled at least until after the major remodeling or renovation project is complete. Given the Class I status of some of these projects, we are asking agencies to include them in the building renewal request. However, such duplicative projects should be identified on Building Renewal Request (Form 309) Screen to avoid potential duplicative funding.

6. Fill in the priority number. If you have 100 projects in the combined total of all four major project types, you number them 1 to 100. Major project types may and will be mixed.

7. Note that only those forms for Class I projects are to be submitted in the bound capital construction request document. Class II and Class III

project information should be completed and can be saved electronically (or manually) for future submission when they change to a Class I project or available funding is sufficient to fund Class II and Class III projects. However, the information on Building Renewal Request (Form 309) Screen for Class II and Class III projects is necessary to electronically roll up the project expenditure and financing sources for Capital Construction Request Summary (Form 60-S) Screen. For the Building Renewal Request (Form 309) Screen, all of the project expenditures by project type are automatically rolled forward for a specific building number.

8. An example is provided.

Building Renewal Request Form (Form 309): Building/Project Form - Narrative Tab

PURPOSE This tab provides the detailed narrative explanation and justification for each individual fire and life safety, deferred repair, Americans with Disabilities Act (ADA) and energy conservation project for all classes and types of projects. The narrative provides the basic information for the Task Force for Building Renewal to begin evaluation of the project.

INSTRUCTIONS

1. Provide a narrative description and justification for the project.

2. If the project is a "combination" project (it has elements of fire and life safety and energy conservation for example), explain the form of combination.

3. If the project can be phased over 2 or 3 years, explain this, along with the estimated phased budget amounts. For example, if you have a project that is a Class I, fire and life safety project totaling $100,000 and involves the replacement of electrical lines in a tunnel system and you can phase over 2 years, indicate that you could accept $50,000 in FY 03/04 and $50,000 in FY 04/05 because one branch of the tunnel could be completed the first year and the other the second year.

4. This tab may be completed for all Class I, II and III projects. However, only Class I projects are to be submitted in the bound budget request document. Narratives completed for Class II and Class III projects may be stored electronically (or otherwise) by the agency and submitted when the projects rise to a Class I status, or when available funding is sufficient to begin addressing Class II and/or Class III projects.

5. An example of narrative is provided.

Building Renewal Request (Form 309)

Request | Narrative

Biennium Starting in FY: 2004 | Agency: 98 | DEPARTMENT OF CONSUMER AFFAIR | Version: A1 | AGENCY REQUEST

Building: CONSUMER EDUCATION CENTEF | LINCOLN, | Project: ROOF REPAIR | Desc: R

Priority: 001 | Combination Project? No / Yes | Duplicate Project? No / Yes | Cooperative Funding Percentage: 20.0 %

PROJECT TYPE	REQUESTED FUNDING: Class I-FY04	Class II-FY05	Class III - Future	Total Request
☑ Deferred Repair	0	250,000	0	250,000
☑ Energy Conservation	0	250,000	0	250,000
☐ Fire/Life Safety	0	0	0	0
☐ ADA	0	0	0	0

MEANS OF FINANCING				
General Fund (LB 309)	0	400,000	0	400,000
Cooperative Fund	0	100,000	0	100,000
General Fund	0	100,000	0	100,000
Cash Fund	0	0	0	0
Federal Fund	0	0	0	0
Revolving Fund	0	0	0	0
Private Fund	0	0	0	0
TOTAL MEANS OF FINANCING	0	500,000	0	500,000

ADD | DEL | EDIT | SAVE | UNDO | EXIT

Building Renewal Request (Form 309)

Request | Narrative

Biennium Starting in FY: 2004 | Agency: 98 | DEPARTMENT OF CONSUMER AFFAIR | Version: A1 | AGENCY REQUEST

Building: CONSUMER EDUCATION CENTEF | LINCOLN, | Project: ROOF REPAIR | Desc: R

This project is both deferred repair and energy conservation. The roof is leaking badly - the first floor space below the leak is currently unusable due to approximately 10 leaks throughout the roof area. The roof is orginal slate and is over 80 years old, with no insulation. The recommendation is to replace the slate with a standard seam roof and add insulation. We will be able to contribute $100,000 to the project from our Operating Maintenance funds.

The project is also a duplicate project in that you will find a a renovation project in this request on the Form 60 which, if funded in its entirety, would include this roof relacement. This is the minimum amount of work that would have to be done in order to allow the program transfer, as contemplated in the renovation project - which is detailed on the Form 60, and in the program statement for the full renovation and technological updating of this facility.

Press Ctrl+Tab to Exit the edit box, or click anywhere outside of the edit box with your mouse.

ADD | DEL | EDIT | SAVE | UNDO | EXIT | Spell Checker

Capital Construction Project Request (Form 60) - Request and Financing Tabs

PURPOSE These tabs provide detailed information on the funding requirements of individual projects and shows funding sources for the project. (Not applicable to Building Renewal Requests.)

INSTRUCTIONS

1. Complete the code block agency number and name, the project's program number (if not assigned, call your DAS--budget analyst), the title and the building information.

2. A separate priority number is required for all projects whose total costs exceed $450,000 unless specific instructions to your agency assign a different threshold. Applicable information entered on Capital Construction Project Request (Form 60) Screen automatically rolls into Capital Construction Request Summary (Form 60-S) Screen.

3. Use the following definitions and guidelines for the project costs outlined in column 1:

   Line 1 - Programming Planning. Documentation of history and need for a specific project.
   Cost Components: Anticipated professional fees and related costs required to develop a Program Statement.

   Line 2 - Professional Fees (Physical Planning). All professional services which are necessary for the proper implementation of a project. As budget guidance, approximately 7-10% of the construction cost is directed towards professional fees.
   Cost Components: (a) cost of normal professional services associated with schematics, preliminary plans, contract documents, and inspection prepared by architects or engineers contracted outside the agency; (b) cost for normal professional services performed by agency personnel, such as project management and inspection; and, (c) other costs for contracted professional services such as legal consultation, cost control, special consultation, and owner's construction inspector (manager/coordinator).

   Line 3 - Construction. Funds required for the complete implementation of the project on a fiscal year cash flow basis.
   Cost Components: (a) estimated costs of general, mechanical, electrical, and elevator (if applicable) construction; (b) estimated costs of fixed equipment permanently installed within the facility; (c) estimated cost of applicable utility runs and connections from the power/utility source to the facility's centralized distribution point and the estimated costs for site work and preparation associated directly with construction of the project (Note: landscaping costs should be identified on line 7); and, (d) contingency amounts based upon a range of 5% - 10% of items 3a, 3b and 3c above.

   Line 4 - Moveable Furniture and Equipment. Furniture, instruments, etc., required to ready a newly constructed or renovated facility for operation.
   Cost Components: All associated costs.
   Note: The Narrative Tab (discussed on a subsequent page) should delineate those costs associated with fixed and

moveable equipment for an existing program and level of service and those costs associated with fixed and moveable equipment for development of a new program or enhancement and expansion of an existing program and service.

Line 5 - Land Acquisition. Land purchased in accordance with the specific need of the project, and as approved by the master plan.
Cost Components: All associated costs.

Line 6 - Art Works. Works of art associated within the facility. Cost Components: As budget guidance, one percent of Lines 3a, 3b, 3d and 4 less $500,000 deductible for new construction, or $250,000 deductible for remodeling an existing facility, is to be directed toward acquisition of original works of art. Remodeling shall mean renovation or expansion of an existing facility, and shall exclude repair shops, garages, warehouses, and buildings of similar nature. Refer to the Nebraska Arts Council's rules and regulations regarding the 1% for arts requirement. (Use of the 1% Art Button will make this calculation automatically.)

Line 7 - Other (specify). All other costs not previously specified in completing the total project.
Cost Components: Agency administration costs (i.e. fees, travel, insurance, testing, surveys, landscaping, and other miscellaneous costs).

Financing Tab - Means of Financing. Show the break-down by fund source of the means of financing for project costs in each column provided.

4. Column 2 asks for total costs for all fiscal years for each item. It should be the sum of columns 3-7.

5. Columns 3-7. Enter the total amount expended prior to July 1, 2001, plus actual expenditures in FY 02 in column 3, and enter current appropriation and reappropriation for FY 03 in column 4. In columns 5 and 6, enter the amount of funding requested for FY 04 and FY 05, respectively. In column 7, enter the sum of any additional appropriations after FY 05 to complete funding of the project.

6. Note that the totals in columns 2-7 of this form are automatically carried forward to columns 4-9 on the Capital Construction Request Summary (Form 60-S) Screen.

7. Examples are provided on the following pages.

Capital Construction Project Request (Form 60) - Narrative Tab

PURPOSE The purpose of this tab is to provide in narrative format the overall objectives and status of each project and to provide the information necessary to substantiate the request. As a minimum, these elements must be addressed:

INSTRUCTIONS

1. Description and Justification
   The narrative should state the project objectives briefly and reference any additional information or reports. It shall include:
   a) a description of the program.
   b) reference to the agency's master plan and compliance of the proposed project with that plan.
   c) the date of the last program/need statement (if not attached). If there have been no changes or revisions to a program/need statement previously submitted, submit only an updated "financial page summary." Any minor changes in the program statement or its financing shall also be documented on this form. All major changes require submission of a new program statement in addition to this narrative.
   d) the net and gross square feet.
   e) an analysis of the minimum and maximum number of years over which the project can be funded.

2. State Comprehensive Capital Facilities Plan Information (Not applicable to the University of Nebraska or the State Colleges.)
   a) How the project responds to the 2000 Mission Statement/Governing Values for State of Nebraska Capital Construction.
   b) What are the REAL consequences of the project request being denied/unfunded, or under-funded.
   c) Please provide the individual yearly amounts necessary for current or future requests for projects (planning, design and/or construction funds) that will begin or extend beyond the two-year biennial budget period, through the sixth year. (This does not apply to operational estimates/requests provided on separate forms.)

3. Project Status and Time Schedule
   The narrative should state the phase for which funding is being requested and a proposed construction timetable.

4. Additional Information
   Include any additional information to assist in understanding the request (include a breakdown of replacement equipment and enhancement equipment if applicable).

5. An example is provided on a following page.

Capital Construction Project Request (Form 60)

Request | Financing | Narrative

Biennium Starting in FY: 2004 | Agency: 98 | DEPARTMENT OF CONSUMER AFI | Version: A1 | AGENCY REQUEST

Program: 901 | CONSUMER ED CNTR. - RENOV. | Building: CONSUMER EDUCATION CENTER | LINCOLN,

Priority: 002

		Total	PRIOR EXP	FY03 APP/REAP	FY04 REQ	FY05 REQ	Future Add Req
Program Planning		93,000	75,000	18,000	0	0	0
Prof Fees --	Architects/Engineers	138,000	0	55,500	31,250	51,250	0
	In-House Services	11,200	0	11,200	0	0	0
	Other	0	0	0	0	0	0
	Total	149,200	0	66,700	31,250	51,250	0
Construction --	Gen/Mech/Elect/Elev	1,608,000	0	0	0	1,608,000	0
	Fixed Equipment	0	0	0	0	0	0
	Util Connect/Site Work	0	0	0	0	0	0
	Contingency	0	0	0	0	0	0
	Total	1,608,000	0	0	0	1,608,000	0
Moveable Equipment		0	0	0	0	0	0
Land Acquisition		0	0	0	0	0	0
Art Work		13,580	0	0	0	13,580	0
Other		0	0	0	0	0	0
TOTAL		1,863,780	75,000	84,700	31,250	1,672,830	0

Add New Building | EDIT | SAVE | UNDO | EXIT | 1% Art | DEL | Edit Building

Capital Construction Project Request (Form 60)

Request | Financing | Narrative

Biennium Starting in FY 2004 Agency 98 DEPARTMENT OF CONSUMER AFI Version A1 AGENCY REQUEST

Program 901 CONSUMER ED CNTR. - RENOV. Building CONSUMER EDUCATION CENTER LINCOLN,

	Total	PRIOR EXP	FY03 APP/REAP	FY04 REQ	FY05 REQ	Future Add Req
General Fund	1,863,780	75,000	84,700	31,250	1,672,830	0
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Total	1,863,780	75,000	84,700	31,250	1,672,830	0
Revenue Bonds	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total	0	0	0	0	0	0
TOTAL FINANCING	1,863,780	75,000	84,700	31,250	1,672,830	0
TOTAL REQUEST	1,863,780	75,000	84,700	31,250	1,672,830	0

EDIT SAVE UNDO EXIT DEL

Capital Construction Project Request (Form 60)

Request | Financing | Narrative

Biennium Starting in FY 2004 Agency 98 DEPARTMENT OF CONSUMER AFI Version A1 AGENCY REQUEST

Program 901 CONSUMER ED CNTR. - RENOV. Building CONSUMER EDUCATION CENTER LINCOLN,

Project Description and Justification:

This project calls for the renovation of the former State Housing Facility in Lincoln, whihc has been renamed the State Consumer Education Center. The request for funding is based on a comprehensive Master Plan developed in 2001, which called for renovation of this building to allow more efficient, effective utilization of the facitlity. The structure was built in 1920 and contains 65,000 gross square feet and 40,000 net square feet - a space efficiency rating of 61.5%. One of the goals is to increase this efficiency rating to 70% or better.

The project includes replacement of the entire roof, all windows, and the mechanical and electrical systems. All hazardous materials are being removed and all doorways, restrooms, telephones, water fountains, and work areas will meet ADA requirements. Signage meeting ADA requirements is being installed. Both floors of the building will be made accessible through the addition of an exterior elevator.

The 80-year old uninsulated slate roof is being replaced. Insulation is being added to the roof area and all windows and doors will have double the previous insulation value.

A Program Statement was developed in FY 2000 - 2001 and submitted July 2001. The funding request is for $1,863,780 and is all General Funds.

EDIT SAVE UNDO EXIT DEL Spell Checker

Capital Construction Request Summary (Form 60-S) - Request and Financing Tabs

PURPOSE This form summarizes all requests for funding for new capital construction and building renewal (LB309) projects. The form shows priority ranking, total project costs, prior and current expenditures and future funding needs for each project. Means of financing are aggregated for all projects.

INSTRUCTIONS

1. Complete Building Renewal Request (Form 309) Screen and Capital Construction Project Request (Form 60) Screen for all requests first. All pertinent information is automatically rolled to Capital Construction Request Summary (Form 60-S) Screen.

2. On the Capital Construction Request Summary (Form 60-S) Screen rank all projects according to the relative importance the agency assigns to them. This is done in column 2 by assigning a priority number to each project and classification of building renewal (LB309) categories. The Capital Construction Request Summary (Form 60-S) Screen will automatically adjust the order of priorities to the agency assignment. Building renewal projects should be integrated into the list by category and should not be prioritized separately. For example, fire and life safety Class I might be priority 1; deferred repair Class I might be priority 2; Americans with Disabilities Act (ADA) Class I might be priority 3; deferred repair Class II might be priority 4; and, a new classroom building might be priority 5.

3. Remember, no projects may share a priority.

4. Columns 3-9. Information in these columns is automatically rolled up from Building Renewal Request (Form 309) Screen and the Capital Construction Project Request (Form 60) Screen.

Capital Construction Request Summary (Form 60-S) - Narrative Tab

PURPOSE The purpose of this tab is to allow agencies to comment on their priorities for capital construction and to highlight any critical policy or other issues that relate to the construction priorities.

INSTRUCTIONS The narrative should provide the overall policy context in which the capital construction projects are requested. The basis on which the priorities have been set and the overall relative importance of each project or categories of Building Renewal projects should be explained. The relationship of request priorities to Agency Strategic Plans should be clearly explained.

Capital Construction Request Summary (Form 60-S)

Request | Financing | Narrative

Biennium Starting in FY: 2004 | Agency: 98 | DEPARTMENT OF CONSUMER AFI | Version: A1 | AGENCY REQUEST

Building: ALL BUILDINGS

Description	PR	PRG	Total	PRIOR EXP	FY03 APP/REAP	FY04 REQ	FY05 REQ	Add Request
DEFERRED REPAIR-CLASS I			0	0	0	0	0	0
DEFERRED REPAIR-CLASS II			250,000	0	0	0	250,000	0
DEFERRED REPAIR-CLASS III			0	0	0	0	0	0
ENERGY CONSERVATION-CLASS I			0	0	0	0	0	0
ENERGY CONSERVATION-CLASS II			250,000	0	0	0	250,000	0
ENERGY CONSERVATION-CLASS III			0	0	0	0	0	0
FIRE/LIFE SAFETY-CLASS I			0	0	0	0	0	0
FIRE/LIFE SAFETY-CLASS II			0	0	0	0	0	0
FIRE/LIFE SAFETY-CLASS III			0	0	0	0	0	0
ADA-CLASS I			0	0	0	0	0	0
ADA-CLASS II			0	0	0	0	0	0
ADA-CLASS III			0	0	0	0	0	0
CONSUMER ED CNTR. - RENOV.		901	9,815,980	82,500	84,700	331,250	9,317,530	0
Total			10,315,980	82,500	84,700	331,250	9,817,530	0

Reorder Priorities | EDIT | SAVE | UNDO | EXIT

Capital Construction Request Summary (Form 60-S)

Request | Financing | Narrative

Biennium Starting in FY: 2004 | Agency: 98 | DEPARTMENT OF CONSUMER AFI | Version: A1 | AGENCY REQUEST

Building: ALL BUILDINGS

	Total	PRIOR EXP	FY03 APP/REAP	FY04 REQ	FY05 REQ	Additional Request
General Fund	2,571,280	82,500	84,700	331,250	2,072,830	0
Cash Fund	0	0	0	0	0	0
Federal Fund	7,644,700	0	0	0	7,644,700	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total	10,215,980	82,500	84,700	331,250	9,717,530	0
Revenue Bonds	0	0	0	0	0	0
LB309 Cooperative Fund	100,000	0	0	0	100,000	0
Total	100,000	0	0	0	100,000	0
TOTAL FINANCING	10,315,980	82,500	84,700	331,250	9,817,530	0
TOTAL REQUEST	10,315,980	82,500	84,700	331,250	9,817,530	0

EXIT

Capital Construction Request Summary (Form 60-S)

Request | Financing | Narrative

Biennium Starting in FY 2004 Agency 98 DEPARTMENT OF CONSUMER AFI Version A1 AGENCY REQUEST

Building ALL BUILDINGS

The most important project we are requesting is the Consumer Education Center renovation project. It is critical since, if it is not funded, we will not be able to fulfill all of the program enhancements envisioned in our Long-Range Strategic Plan. The Plan was completed with the Consumer Affairs Advisory Group's input in January 2002. If this project is not funded, we will have to go to an alternative solution which is to simply fix the roof (priority #2) in the Consumer Education Center, and run the Program in a very limited and unsatisfactory space.

Press Ctrl+Tab to Exit the edit box, or click anywhere outside of the edit box with your mouse.

EDIT SAVE UNDO EXIT Spell Checker

Capital Construction Operating Costs (Tabs 35, 15, 45, 70-BA)

PURPOSE The purpose of these forms with respect to Capital Construction is to display anticipated revenues and expenditures by project for the first year (and first full year) of operation of the facility being renovated or constructed. It is essential that this information be included as part of the Capital Construction Budget submission. (Not applicable to Building Renewal Requests.) Note that this form simply provides future year estimates of operating costs. The actual request for operating funds would appear in a future biennium on Budget Request forms/screens.

Also, note that for the Capital Construction Budget submission, only one year of estimated expenditures and revenues needs to be supplied. This should be the first year of operation of the facility unless the first year is projected to be only a partial year of operation. In such cases, two years of estimates should be provided with the second year indicating the 12-month fiscal impact of the project. The agency shall identify those years in the appropriate boxes on each form. The only instance in which all three years might be used is if there is a partial year which is followed by a full year which has a large one-time expenditure. In such a case, the third year should be used to establish the true continuation base funding.

All the tabs on this form, except the Narrative (Form 70-BA) Tab have two parts O&M and Programmatic. The O&M portion is for those costs which are related to opening and operating the building regardless of the programs which are in it. Therefore, this part of the form includes such things as utilities, custodial, maintenance, grounds and related supplies and equipment. Additionally, this part of the form includes Building Renewal Assessment depreciation charges (Account 4249) to be imposed pursuant to LB 1100 (1998). The Programmatic part of the form includes any expanded (or reduced) funding necessary for the programs to be housed in the building, which are above (or below) the current operating base budget.

It is important that the current year s prices serve as the base for calculating the operating costs in order to insure a common base for making all future calculations. If the agency desires, those totals can then be inflated to the projected future year of implementation and displayed on the Narrative (Form 70-BA) Tab.

INSTRUCTIONS To complete the Capital Construction Operating Costs Screen, start with the Personal Services (Form 15) Tab.

1. Fill in the fiscal years which show the first year of operation and the first full fiscal year, at a minimum, and then complete the personal service details including class title, FTE and dollar salary amounts. The totals from this form automatically roll forward to the Request (Form 35) Tab - account 4111.

2. Go to the Revenue (Form 45) Tab and complete source of revenue, fund number and dollar amounts of revenues if, and as, appropriate. Note that General Funds should not be recorded here, only Non-General Funds should be recorded.

3. Go to the Request (Form 35) Tab and fill in all relevant expenditure information by account. Next, fill in all relevant funding information.

4. Go to the Narrative (Form 70-BA) Tab and complete the narrative to explain any estimated O&M and any estimated Programmatic requests. Make sure you explain how they are integral to the capital construction request to which they are related.

Capital Construction Operating Costs

Personal Services (Form 15) | Request (Form 35) | Revenue (Form 45) | Narrative (Form 70-BA)

Biennium Starting in FY 2004 Agency 98 DEPARTMENT OF CONSUMER AFFAIRS Version A1 AGENCY REQUEST

Program 698 CONSUMER ED CNTR. - OPER. Subprogram 01 CONSUMER ED CNTR. - ADMIN.

Class Title	FY04 O & M FTE	FY04 Prog FTE	FY04 O & M Request	FY04 Prog Request	FY05 O & M FTE	FY05 Prog FTE	FY
CUSTODIAN	0.33	0.00	4,285	0	1.00	0.00	30
GROUNDSKEEPER	0.33	0.00	5,323	0	0.33	0.00	27
SECURITY GUARD I	0.50	0.00	8,147	0	0.50	0.00	15

TOTAL	FY 2004		FY 2005		FY	
O & M	FTE 1.16	Req 17,755	FTE 1.83	Req 33,542	FTE 0.00	Req 0
Prog	FTE 0.00	Req 0	FTE 0.00	Req 0	FTE 0.00	Req 0

Add Class Title | EDIT | SAVE | UNDO | EXIT | Delete Class Title

Capital Construction Operating Costs

Personal Services (Form 15) | Request (Form 35) | Revenue (Form 45) | Narrative (Form 70-BA)

Biennium Starting in FY 2004 Agency 98 DEPARTMENT OF CONSUMER AFFAIRS Version A1 AGENCY REQUEST

Program 698 CONSUMER ED CNTR. - OPER. Subprogram 01 CONSUMER ED CNTR. - ADMIN.

Account	FY 2004 O & M	FY 2004 Programmatic	FY 2005 O & M	FY 2005 Programmatic	FY O & M	FY Programmatic
4111-PERMANENT SALARIES-WAGES	17,755	0	33,542	0	0	0
4231-FUEL EXPENSE	50,000	0	55,000	0	0	0
4232-ELECTRICITY EXPENSE	26,000	0	30,000	0	0	0
4233-WATER EXPENSE	10,000	0	15,000	0	0	0
Total Request	103,755	0	133,542	0	0	0
MEANS OF FINANCING						
General Fund	103,755	0	133,542	0	0	0
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Financing	103,755	0	133,542	0	0	0

Add Account | EDIT | SAVE | UNDO | EXIT | Delete Account

Capital Construction Operating Costs

Personal Services (Form 15) | Request (Form 35) | Revenue (Form 45) | Narrative (Form 70-BA)

Biennium Starting in FY 2004 Agency 98 DEPARTMENT OF CONSUMER AFFAIRS Version A1 AGENCY REQUEST

Program 698 CONSUMER ED CNTR. - OPER. Subprogram 01 CONSUMER ED CNTR. - ADMIN.

Source of Revenue	Fund?	FY 2004 O & M	FY 2004 Programmatic	FY 2005 O & M	FY 2005 Programmatic	FY O & M	FY Programmatic
6131-FED GRANTS & CONTRA	2980	0	0	5,250	0	0	0
7111-PROF & TECH SERV	2980	0	0	10,000	0	0	0
7141-OTHER STUDENT FEES	2980	0	0	600	0	0	0
8111-INVESTMENT INTEREST	2980	0	0	250	0	0	0
TOTAL REVENUE		0	0	16,100	0	0	0

Add Account | EDIT | SAVE | UNDO | EXIT | Delete Account

Capital Construction Operating Costs

Personal Services (Form 15) | Request (Form 35) | Revenue (Form 45) | Narrative (Form 70-BA)

Biennium Starting in FY 2004 Agency 98 DEPARTMENT OF CONSUMER AFFAIRS Version A1 AGENCY REQUEST

Program 698 CONSUMER ED CNTR. - OPER. Subprogram 01 CONSUMER ED CNTR. - ADMIN.

The funding requested in this subprogram is to be added to the existing funding in this subprogram in the Operating Budget base. This funding is used to fund the basic administration operating & maintenance of the esxisting facility, which is to be demolished by December 1, 2006. The funding will be transferred to the renovated facility on March 1, 2006.

Spell Checker | EDIT | SAVE | UNDO | EXIT

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